

DATE: 4/29/2010

INVITATION TO BID
THIS IS NOT AN ORDER

BID NO.: 50-00097514

JEFFERSON PARISH
PURCHASING DEPARTMENT
P.O. BOX 9
GRETN, LA. 70054-0009
504-364-2678

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VENDOR:

BUYER: J. Lotz

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 6/08/2010 AND THEN PUBLICLY OPENED.

LATE BIDS WILL NOT BE ACCEPTED

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES DISQUALIFY BID.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS
THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. The provisions do not apply to public works projects

Questions on this bid are to be faxed to (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet or exceed specifications.

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection.

If the bid exceeds \$20,000.00 and if someone other than a corporate officer signs for the Bidder/Contractor, a copy of a corporate resolution or other signature authorization shall be required for submission of bid. Failure to include a copy of the appropriate signature authorization, if required, may result in the rejection of the bid unless bidder has complied with LSA-R.S. 38:2212(A)(1)(c) or LSA-R.S. 38:2212 (O).

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitor outside the state. "LSA-R.S.38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

Visit our website at WWW.JEFFPARISH.NET/BIDS

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A117.1-1961).

E. RESPONSE TO INVITATION: If your company is unable to bid on this request, please state your reason on bid form, and return to this office before bid opening date. Failure to do so may result in the removal of your company from Jefferson Parish's vendors list.

F. POSTING OF BIDS: Non-Advertised bids will be posted on bulletin board in Suite 4400, Jefferson Parish General Government Building, Gretna, LA, for a period of Five (5) working days after opening date.

Advertised bids will be tabulated and a copy forwarded to each responsive bidder.

**IN ACCORDANCE WITH RECENT STATE LEGISLATION JEFFERSON PARISH IS NOW OFFERING
ELECTRONIC PROCUREMENT TO ALL VENDORS**

JEFFPro is the current Electronic Procurement System being used by the Parish. This system allows vendors the convenience of entering and submitting their pricing online. This is a secure site and no one has access to bid information.

Please follow the Purchasing Department link at purchasing.jeffparish.net to register and review Jefferson Parish solicitations.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053.

ADDITIONAL REQUIREMENTS FOR THIS BID

**PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE
CORRESPONDING INSTRUCTIONS BELOW.**

1 2 3 4 5 6 7 8 9 10 11 12 13 14

CONFERENCE TO BE HELD AT: ~~Corrections 100 Dolhonde Street~~

1. All bidders are invited to attend the pre-bid conference. Failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. This conference is held to allow questions to be answered and inspect the site with owner's representative, etc. Failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification (with no additional cost to the owner).

DATE: 4/29/2010

BID NO.: 50-00097514

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INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

2. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project.
3. A Louisiana State Contractor's License may be required in accordance with LSA-R.S. 37:2150 et seq. If providing information on the internet (JEFFPro) please enter license number in the vendor comment section of the bid form.
4. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
5. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
6. All awards in excess of \$5,000.00 for the construction, alteration, or repair of any public works will be reduced to a formal contract which shall be recorded at the contractor's expense. A price list of recordation costs may be obtained from the Clerk of Court and Ex-officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 reduced to formal contract will require a performance bond.
7. A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. Performance bond shall be supplied at the signing of the contract.
8. Please indicate if you have insurance: YES _____ NO _____
Successful bidder will be required to furnish proof of insurance to this office.
Successful bidder will be required to furnish Federal I.D. Number.
9. Minimum insurance requirements for this bid are as indicated on the attached sheet.
10. Each bid must be accompanied by a cashier's check, certified check, money order, or surety bid bond in the amount of 5% of the bid, including all alternates.
11. Affidavit required is to be submitted within 10 working days of the bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project. (LSA-RS 38:2224)
12. This is a requirements contract to be provided on an as needed basis.
13. In the event that the successful bidder cannot furnish a specific item or material and labor in the required time, JEFFERSON PARISH may purchase on an emergency basis from the next lowest bidder, or available source, until such time as the successful bidder has notified the PARISH in writing that his stock or labor capability has been replenished. The difference in price will be charged against the successful bidder of this contract, and evidence of purchases and price will be provided.
14. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be disqualified if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.

LOUISIANA UNIFORM PUBLIC WORK BID FORM

Page:

TO: JEFFERSON PARISH
PURCHASING DEPT
P.O. BOX 9
GRETN, LA 70054-0009

(Owner to provide name and address of owner)

BID FOR: 50-00097514

(Owner to provide name of project and other identifying information)

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by:

(Owner to provide name of entity preparing bidding documents.) and dated:

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **ADDENDA**: (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging)

TOTAL BASE BID: For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" * but not alternates) the sum of:

Dollars (\$)

ALTERNATES: For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

Alternate No. 1 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

Dollars (\$)

Alternate No. 2 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

Dollars (\$)

Alternate No. 3 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

Dollars (\$)

NAME OF BIDDER:

ADDRESS OF BIDDER:

LOUISIANA CONTRACTOR'S LICENSE NUMBER:

NAME OF AUTHORIZED SIGNATORY OF BIDDER:

TITLE OF AUTHORIZED SIGNATORY OF BIDDER:

SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER **:

DATE:

* The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed.

** If someone other than a corporate officer signs for the Bidder/Contractor, a copy of a corporate resolution or other signature authorization shall be required for submission of bid. Failure to include a copy of the appropriate signature authorization, if required, may result in the rejection of the bid unless bidder has complied with LSA-R.S.38:2212(A)(1)(c) or LSA-R.S. 38:2212(O).

BID SECURITY in the form of a bid bond, certified check or cashier's check as prescribed by LSA-R.S. 38:2218.A is attached to and made a part of this bid.

LOUISIANA UNIFORM PUBLIC WORK BID FORM
UNIT PRICE FORM

TO: JEFFERSON PARISH
PURCHASING DEPT
P.O. BOX 9
GRETN, LA 70054-0009
(Owner to provide name and
address of owner)

BID FOR: 50-00097514

(Owner to provide name of project
and other identifying information)

UNIT PRICES: This form shall be used for any and all work required by the Bidding Documents and described as unit prices.
Amounts shall be stated in figures and only in figures.

DESCRIPTION: <input checked="" type="checkbox"/> Base Bid <input type="checkbox"/> Alt. # Provide all labor, materials, and				
REF NO.	QUANTITY	UNIT OF MEASURE:	UNIT PRICE:	UNIT PRICE EXTENSION (Quantity times Unit Price)

DESCRIPTION: <input checked="" type="checkbox"/> Base Bid <input type="checkbox"/> Alt. #				
REF NO.	QUANTITY	UNIT OF MEASURE:	UNIT PRICE:	UNIT PRICE EXTENSION (Quantity times Unit Price)

DESCRIPTION: <input checked="" type="checkbox"/> Base Bid <input type="checkbox"/> Alt. #				
REF NO.	QUANTITY	UNIT OF MEASURE:	UNIT PRICE:	UNIT PRICE EXTENSION (Quantity times Unit Price)

DESCRIPTION: <input checked="" type="checkbox"/> Base Bid <input type="checkbox"/> Alt. #				
REF NO.	QUANTITY	UNIT OF MEASURE:	UNIT PRICE:	UNIT PRICE EXTENSION (Quantity times Unit Price)

DESCRIPTION: <input checked="" type="checkbox"/> Base Bid <input type="checkbox"/> Alt. #				
REF NO.	QUANTITY	UNIT OF MEASURE:	UNIT PRICE:	UNIT PRICE EXTENSION (Quantity times Unit Price)

DESCRIPTION: <input checked="" type="checkbox"/> Base Bid <input type="checkbox"/> Alt. #				
REF NO.	QUANTITY	UNIT OF MEASURE:	UNIT PRICE:	UNIT PRICE EXTENSION (Quantity times Unit Price)

DESCRIPTION: <input checked="" type="checkbox"/> Base Bid <input type="checkbox"/> Alt. #				
REF NO.	QUANTITY	UNIT OF MEASURE:	UNIT PRICE:	UNIT PRICE EXTENSION (Quantity times Unit Price)

DESCRIPTION: <input checked="" type="checkbox"/> Base Bid <input type="checkbox"/> Alt. #				
REF NO.	QUANTITY	UNIT OF MEASURE:	UNIT PRICE:	UNIT PRICE EXTENSION (Quantity times Unit Price)

Wording for "DESCRIPTION" is to be provided by the Owner.
All quantities are estimated. The contractor will be paid based upon actual quantities as verified by the Owner

IMPORTANT NOTICE TO ALL BIDDERS – BID REQUIREMENTS

As per LA R.S. 38:2212(A)(3)(c)(ii), the bid form shall contain Bid Security or Bid Bond, Acknowledgment of Addenda, Base Bid, Alternates, Bid Total, Signature of Bidder, Name, Title and Address of Bidder, Name of Firm or Joint Venture Corporate Resolution or other appropriate signature authorization, if required, Louisiana Contractors License Number, and on public works projects where unit prices are utilized, their inclusion in the bid form. Other documentation required shall be furnished by the low bidder at a later date, in accordance with the Bidding Documents.

To the extent that the Jefferson Parish front end documents, including the Instructions to Bidders, Supplemental Terms and Conditions, as per Resolutions 113646 and 113647, require that any information or documentation be supplied with the bid, and which said information or documentation is not allowed to be required with the bid under the new Louisiana Uniform Public Work Bid Form, then the requirement to provide it with the bid is waived. All such required information or documentation not provided with the bid must be provided within 10 days of bid opening by the apparent low bidder. Failure to provide said information and documentation within the 10 days shall be grounds to declare the bid non-responsive. This information and documentation includes, but is not limited to, the non-collusion affidavit, the tax identification number, and the proof of insurance. However, the payment and performance bond must be supplied upon contract signing.

Contractor's Louisiana License shall be in the following category:

Current Louisiana Contractor's License certified in Elevators, Escalators, and dumbwaiter.

Bidder agrees that this bid shall be good and may not be withdrawn for a period of forty-five (45) calendar days after the scheduled closing time for receiving bids. In the event the Owner issues the Letter of Award during this period, the bid accepted shall continue to remain binding until the execution of the Contract.

Attached hereto is an Affidavit in proof that the undersigned has not entered into any collusion or agreements with any person or persons with respect to this proposal or the submission thereof, which affidavit must be provided within 10 days of bid opening by the apparent low bidder.

Low Bidder will execute the formal agreement within twelve (12) days after the original date of Owner's Notification of award and will deliver a Performance Bond or Bonds for the faithful performance of the Contract.

Bid Security, in the sum of five percent (5%) of the total bid price (Base Bid and any Alternates), is to become the property of the Owner in the event the information or documentation required 10 days after opening are not supplied, or if the Contract and Performance Bond are not executed within the time above set forth.

Further, the Bidder agrees that all work shall be completed as follows:

1. All maintenance and scheduled repairs are to be performed during regular working hours (8:00 a.m. to 4:30 p.m., Monday through Friday), except Holidays, whenever possible.
2. Due to the high security concerns of this building, some repairs and regularly scheduled maintenance will have to be performed after hours at a time when the elevators can be shut down without compromising security at no extra charge.

3. Normal response time shall be no more than two (2) hours; however, in the event that someone is trapped in the elevator, the contractor shall provide an estimated time of arrival and make every effort to arrive at the site as soon as possible

Further, as per Resolutions 113646 and 113647, the Bidder agrees to pay, as liquidated damages:

1. The sum of \$50.00 for each one (1) hour period, including the initial period thereof, from the succeeding month's billing, for each failure to report in a timely manner to a request for service.
2. The sum of \$100.00 for each twenty-four (24) hour period, including the initial period thereof, from the succeeding month's billing if an elevator remains out of service for a period in excess of forty-eight (48) hours due to neglect or failure to comply with the provisions of these specifications, or should the contractor fail to report with a qualified serviceman within the stated time frame.

In addition to and not in lieu of the per diem liquidated damages, Owner shall also be entitled to recover from Contractor or Contractor's Surety additional liquidated damages as detailed in Resolutions 113646 and 113647. These additional liquidated damages may include, but are not limited to the following, in the amounts and for each of the items identified in the Supplementary Conditions (to be determined and filled in by the department):

- (1) Extended architectural and/or engineering fees \$ N/A ;
- (2) Extended Resident Project Representative fees \$ N/A;
- (3) Extended construction management fees \$ N/A ;
- (4) Extended Owner's overhead and personnel expenses \$ N/A ; and
- (5) Owner's other costs directly related to the delay in completion beyond the Contract Times. \$ N/A

Section 1.0 – Scope:

We extend this proposal to provide all labor, materials, and equipment necessary to provide contract for full maintenance, services, and repairs for five (5) Traction passenger elevators located the Jefferson Parish Correctional Center (B) West Wing and three (3) Hydraulic passenger elevators located in the South Wing of the Jefferson Parish Correctional Center, located at 100 Dolhonde Street, Gretna, LA. The contract shall be for a period of twenty-four (24) months (2 years), beginning on the first day of the month following the execution of the contract.

Section 2.0 – Responsibilities of the Contractor:

The responsibility of the contractor is to maintain the specified elevators in good repair and in accordance with the provisions of the American National Standards Institute (ANSI) latest edition, as set forth in Standard A17.1, manufacturer's recommendations, with the practice of first class repair and preventive maintenance procedures performed on a regular routine schedule, and to minimize wear and tear on the equipment, all with the primary intent to prevent elevator downtime.

Section 3.0 – Pre-Bid Inspection:

Bidders shall visit the installations to be covered on the proposed agreement, for the purpose of fully informing themselves prior to the submission of bids, of the general operating conditions, number of floors served, type of power units, working conditions, available service manuals, drawings, etc., which might affect the cost and performance of maintenance and repair work. Failure to visit the facility may be cause for rejecting your bid.

Please contact Scott Chachere, Stationary Engineer III, at 365-3379, between the hours of 8:00 a.m. and 4:00 p.m. for an appointment to inspect the installations to be covered in this proposal.

Bidders are required to submit a list and cost of repairs and adjustments necessary to place the equipment in first class operating condition. The Parish shall reserve the option of selecting all, part, or none of the items listed for repair. This list shall be submitted with your bid, or your bid will be disqualified.

**PRE-BID MEETING:
MAY 25, 2010 AT 9:30 AM
JEFFERSON PARISH CORRECTIONS CENTER
100 DOLHONDE STREET
GRETN A**

Section 4.0 – Hours of Work:

All maintenance and scheduled repairs are to be performed during regular working hours (8:00 a.m. to 4:30 p.m., Monday through Friday), except Holidays, whenever possible. Due to the high security concerns of this building, some repairs and regularly scheduled maintenance will have to be performed after hours at a time when the elevators can be shut down without compromising security at no extra charge. Normal response time shall be no more than two (2) hours; however, in the event that someone is trapped in the elevator, the contractor shall provide an estimated time of arrival and make every effort to arrive at the site as soon as possible.

Nuisance Calls----

A nuisance call shall be defined as a call where the elevator shut-down was caused by a known or unknown source, and is outside of the scope of the contract, but the call is answered by the elevator personnel not knowing the cause. If time at the building is one (1) hour or less (to be documented by a person at the building), the cost is to be absorbed by the contractor. Any fraudulent documentation shall be cause for cancellation of the contract.

Section 5.0 – Liquidated Damages:

If the contractor fails to report with a qualified serviceman for a period in excess of two (2) hours from the time of the call of complaint, it is mutually agreed that the Parish may withhold, as liquidated damage for each one (1) hour period, including the initial period thereof, the sum of \$50.00 from the succeeding month's billing, for each failure to report in a timely manner to a request for service. Further, it is mutually agreed that this sum is indicated, or is selected as a liquidated damage because of the impossibilities of determining the amount of actual damages the Parish may suffer as a result of the contractor's failure to comply with this provision.

If an elevator remains out of service for a period in excess of forty-eight (48) hours due to neglect or failure to comply with the provisions of these specifications, or should the contractor fail to report with a qualified serviceman within the stated time frame, it is mutually agreed that the Parish may withhold, as liquidated damage for each twenty-four (24) hour period, including the initial period thereof, the sum of \$100.00 from the succeeding month's billing. Further, it is mutually agreed that this sum is indicated, or is selected as liquidated damages, because of the impossibilities of determining the amount of actual damages the Parish may suffer as a result of the contractor's failure to comply with this provision.

Section 6.0 – Guaranty:

The contractor shall guaranty for a period of one (1) year from the date of installation or performance, all materials and/or labor provided. The contractor shall also guaranty that he will hold the Parish harmless from any damage arising from faulty workmanship or materials performed and/or installed within the duration of this contract.

All parts furnished and installed by the contractor shall be new and genuine replacements made especially for the elevator specified in this bid, unless substitution is specifically approved by the Parish of Jefferson. All workmanship shall be in accordance with the National Electric and/or Safety Code for Elevators, and the National Fire Protection Association (N.F.P.A.) Code.

In all cases the burden of proof that the proposed product offered for substitution is equal or superior in construction and efficiency to that named in the specifications or contract shall rest on the contractor, and unless the proof is satisfactory to the Department of General Services, the substitution will not be approved.

At the termination of this contract, the Parish shall retain all blueprints, wiring, diagrams, and any other pertinent data that may have been furnished by the Parish, the contractor, or the maintenance company.

All lubricants, cleaning materials, paint, cotton waste, hydraulic fluid, etc., shall be furnished by the contractor. All lubricants shall be of the proper type or grade for the use intended. The use of dirty, contaminated, or deteriorated lubricants is prohibited. Waste lubricants shall be disposed of by the contractor within the workday. The contractor will store all lubricants, fluids, etc., in approved containers and in a manner and place as designated by a representative of the Parish and selected by the Department of General Services. No open containers will be allowed to be stored on the premises, and the contractor shall supply all containers.

Section 7.0 – Accident Prevention:

Precaution shall be exercised at all times for the protection of persons and property. Safety provisions of applicable laws, building and construction codes, shall be observed. Machinery, equipment, and all hazards shall be guarded or eliminated in accordance with the safety provisions of the Manual of Accident Prevention in Construction, published by the Associated General Contractors of America, to the extent that such provisions are not in contravention of applicable laws. The contractor shall also comply with applicable requirements of the Occupational Safety and Health Act of 1970 and the latest revisions thereof.

Section 8.0 – Cleaning and Safety:

Job sites must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Inflammable material must be removed from the job site daily, because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Jefferson Parish, and other Parish officials.

Section 9.0 – Special Instructions:

The contractor shall maintain an adequate number of trained personnel in the metropolitan area of Jefferson Parish at all times to perform major repair work, as well as routine maintenance work. These trained personnel shall be directly employed and supervised by the contractor (No Sub Contractors).

The contractor must maintain a sufficient supply of emergency parts for repairs of this elevator in his maintenance warehouse. These supplies and parts must be available for immediate delivery and installation at all times. The Parish of Jefferson reserves the right to make periodic on-site checks of the contractor's maintenance warehouse in order to determine that a sufficient supply of emergency parts is actually stored there.

The following tests and parts lists are subject to check by the Department of General Services or their designated representative. If parts are not available in type and number on each unit of vertical transportation covered by these specifications, then the contractor must document that these parts are on order and when they will be placed on the job and in the warehouse.

The maintenance contractor shall have available upon request:

1. Complete up-to-date wiring diagrams
2. Complete parts leaflets
3. Engineering data for all load reactions and safety devices
4. Lists of both the parts and part numbers of stock listed under maintenance replacement parts that are stocked in the contractor's warehouse ready for immediate delivery, and those parts that can be delivered within twenty-four (24) hours.

The Department of General Services reserves the right to bring in an outside consultant to inspect the elevator listed in these specifications, at any time throughout the duration of the specified contract period, to determine the quality of service being performed as required within the terms of these specifications.

The contractor shall maintain a sufficient supply of the emergency parts in his/her warehouse for repair of each elevator. These parts shall be available for immediately delivery and installation. This inventory shall include, as a minimum, the following for each size and type housed. Materials and/or parts to be used are to be genuine original manufacturer's renewal parts, or equal to those furnished with the original installation. The contractor shall maintain an up-to-date inventory of spare parts by part number. The inventory for each elevator covered in these specifications must be warehoused locally. The following parts must be available for immediate delivery:

1. Coils; minimum of one (1) for each type relay contactor used
2. Contacts; minimum of three (3) for each type used
3. Conductor; a supply for each type used
4. Motor brushes; minimum of one (1) set for each type used
5. Supply of lubricants for each requirement
6. Supply of fuses
7. Interlock rollers and contacts; minimum of two (2) each type
8. Car and hoistway door hanger rollers; minimum of two (2) each type
9. Car and hoistway door gibs; minimum of one (1) set each type
10. Car and hoistway door closer parts (springs and spirators, etc.)
11. Door operator belts, chains and brushes; minimum of one (1) set each type
12. Door operator drive block, clutch rollers, and fingers; minimum of one (1) set each type
13. Photo electric tube, minimum of one (1) each type
14. Landing switch equipment of magnetic inductor; minimum of one (1) each type

15. Solid state timers and printed circuit regulator boards; minimum of one (1) each type
16. Saf-T-Edge pivot arm assembly and switch; minimum of one (1) each type
17. Signal fixture lamps; minimum of five (5) each type
18. Selector cams and contact assembly; minimum of one (1) each type
19. Brake contact; minimum of one (1) each type
20. Normal renewal parts peculiar to equipment covered by these specifications
21. Supply of selector tapes to handle highest rise
22. Roller guides and gibs for car and counterweight
23. Power supplies and pre-amplified for electronic proximity device
24. Car and hoistway door shields
25. Car door electric eye photo cell replacement units
26. Complete car door safety edge (mechanical)
27. Transformers and rectifiers for all controller power supplies
28. Door operator motors for each type used
29. Door operator gear reduction units for each type used
30. Controller and selector coils for each type used
31. Component parts, including contacts, for each type of switch used
32. Car and hall buttons; including electronic, with contacts for each type used
33. Solid state components and solid state cards of type specified by manufacturer
34. Hatch switch cams supports to handle highest rise. Replacement relay for each type used
35. Selector drive motor

- 36. Machine brake shoes and lining assembly; minimum of one (1) set for each type
- 37. Replacement relay for each type used
- 38. Hydraulic jack packing, or seals, gasket, wiper ring; minimum of one (1) for each type used
- 39. Dash pot and thermal overloads; minimum of one (1) each type
- 40. Hydraulic valves, pistons, springs, gasket/"O" ring kit, solenoid needle, solenoid coil
- 41. Bearings for each type used
- 42. Hydraulic valve parts, gaskets, "O" rings and hoses; minimum of one (1) for each type used. Valve includes relief, pilot, lowering, up and check valve, or any of the parts thereof
- 43. Hydraulic fluid (110 gallons) as per original manufacturer's lubrication specifications
- 44. Electronic controls PC boards etc.
- 45. Programming of any circuit boards and electronic devices.

The following replacement parts are to be available and ready for delivery to the building within twenty-four (24) hours:

- 1. Rotating elements for each type and size used
- 2. Stator and field coils for each type used
- 3. Brake coils for each type and size of generator and motor used

Where any of the parts listed are not required, these may be deleted. The contractor hereby agrees to allow the Jefferson Parish Department of General Services, or their authorized representatives, to visit the contractor's parts storage facilities before the effective date of this contract in order to determine that the inventory is complete and in compliance with the terms set forth in these specifications.

Section 10.0 – Qualifications of Bidders:

The bidder must supply a list of elevators currently under contract duplicating in type (duplicate controller designation), complexity, manufacturer, control, and technology as those called for under these specifications.

Bidders shall presently have and own all recognized test equipment necessary to service and maintain the specified hydraulic elevator and shall have current experience with this particular type of equipment. The apparent low bidder must provide proof of ownership of test equipment to a representative of the Department of General Services within seven (7) days after the bid opening or your bid will be disqualified.

All bidders shall be required to provide proof of their capabilities and competency to perform the work specified in this proposal, due to the critical nature of the work involved. Bidders shall be familiar and experienced with, and regularly engaged in the maintenance, installation, repairs, and servicing of the elevators covered in this proposal. Bidders shall be required to provide proof of currently having under contract, and for the three (3) preceding years, an amount of equipment equal to at least five (5) times the amount of the equipment upon which he is bidding under the terms as stated in these specifications.

The apparent low bidder must submit all proof required and financial reports required to a representative of the Department of General Services within seven (7) days of the bid opening date or your bid will be disqualified.

All bidders must complete form ELESPPC91-2, in accordance with this Section 10.0, Qualifications of the Bidder, of these specifications.

Section 11.0 – Contract Award:

The Department of General Services will consider the following elements in making its recommendation:

- A. Whether the bidder is a contractor with experience in the type of work involved.
- B. Whether the bidder has adequate plant, equipment, and personnel to perform the work properly and expeditiously.
- C. Whether the bidder has a suitable financial status and reputation for the kind of work specified.
- D. Whether the bid price is reasonable and equitable in relation to the Parish's needs and the extent of the work involved.

Section 12.0 – Records:

The contractor shall maintain a complete, orderly, and chronological file, including drawings, parts lists, specifications, and copies of all prepared reports. A record of all callbacks and repairs must be kept by the contractor, indicating any difficulties experienced and the corrective measures taken to eliminate these difficulties. A copy of all routine maintenance reports and trouble calls must be forwarded to the Department of General Services on a monthly basis. The reports, or trouble calls, must be verified and signed by a person designated by the Parish. The Parish designee must be given, and will retain, a copy of these reports.

Section 13.0 – End of Contract Check List:

At the completion of the contract period, all repairs and maintenance to the elevator specified in this proposal must be completed in accordance with the terms set forth in these specifications, and a check list of all completed repairs and maintenance must be submitted to the Department of General Services for approval. Also, coinciding with the consummation of the original contract period, the warranty period stipulated in Section 6.0 of these specifications shall revert to the original manufacturer's warranty period unless the new contract is awarded to the same vendor.

All incomplete work will also be noted on a checklist and submitted to the Department of General Services. All incomplete work listed on this checklist, and any other repairs or maintenance deemed incomplete by the Department of General Services, must be performed and accomplished within a maximum of three (3) weeks after the duration of the contract period.

It is mutually agreed by the Parish and the successful bidder that he will complete the work noted by the Department of General Services, but related only to the contract period specified in this bid.

Section 14.0 – Specific Duties of the Contractor:

Each visit to the site must be documented and signed by the owner designated building representative.

The contractor shall visit the owner representative upon each arrival. Contractor will sign a log book stating time of arrival and departure. The contractor will then be allowed to investigate and correct any complaints or requests within the scope of this contract. The contractor shall not perform any work that is not covered under this contract without a purchase order number. If any work is performed that is not covered under this contract without proper purchase order number the Parish of Jefferson will not pay said bill. The contractor shall leave a copy of the

service ticket listing time arrived, any deficiencies, work performed under contract, work requiring purchase order number and time of departure with the owner representative.

The contractor shall clean, adjust, and lubricate the elevator and its equipment specified below:

1. The contractor must maintain the efficiency and speed as designed by the manufacturer of the equipment at all times, including the following:
 - A. Accelerations
 - B. Retardation
 - C. Contract speed in feet per minute – with or without a full load
 - D. Floor to floor time
 - E. Door opening and closing time
 - F. Keeping dispatching system adjusted for maximum operation
2. The contractor shall regularly and systematically examine, adjust, and lubricate the following equipment as required, if conditions warrant: power unit and controllers including motor windings, bearing, rotating elements, sheaves, contacts, coils, resistance for any motor circuits, magnetic frames, leveling valves, packing, seals, wiper rings, gaskets, "O" rings, leveling devices and cams, all relays, resistors, condensers, transformers, leads, timing devices, rectifiers, complete automatic power door operation, motors, cams, switches, contacts, resistors, sheaves, shafts, v-belts, drive arms, auxiliary door closing devices, hoistway door interlocks, interlock pick up assemblies, car door contacts, door protective devices, call bells, guide rails, hoistway switches, all indicating and/or signal lamps and sockets, all solid state components, dashpots, computer devices, selectors, selector tapes, traveling cables, valve coils, body, adjusting stems and/or screws, all internal valve parts, and other mechanical or electrical parts. The contractor shall supply, repair, or replace all parts of every description made necessary by wear and tear. All replacements shall be made with original manufacturer's parts, or equal.
3. The contractor shall keep the guide rails clean and properly lubricated. Except when roller type guides are involved, no rail lubrication shall be used. The contractor shall regularly brush lint and dirt from the guide rails, overhead sheaves and beams, car tops, bottom of platforms and remove dirt, oil residue, and accumulated rubbish from pits and machine room floors.

4. The contractor shall lubricate all sheave bearings, and will use hydraulic fluid and lubricants which are especially prepared and compounded to meet the original manufacturer's specifications, or equal.
5. The contractor shall renew conductor and traveling cable as often as it is deemed necessary.
6. When necessary, the contractor shall renew the guide shoes or rollers, as required, to ensure smooth and quiet operation.

7. Group Supervisory System –

The contractor shall check the group dispatching systems and make necessary tests and adjustments to ensure that all circuits and time settings are properly adjusted, and that the systems perform as designed and installed by the original manufacturer.

8. The contractor shall paint all elevator equipment room floors as deemed necessary by Jefferson Parish (owner), within the first ninety (90) days of the contract. The contractor shall maintain these areas in a workmanlike manner for the duration of this agreement.
9. The contractor shall fabricate, install, and maintain filters to control carbon dust from the MG sets.
10. The contractor shall keep the exterior of the machinery and other parts properly painted and presentable at all times.
11. When necessary, the contractor shall periodically check the motor windings and controller coils and treat with proper insulating compound to prevent failure.
12. All control cabinet doors shall be kept closed when not in use for service.
13. Every six (6) months the contractor shall perform a "loss of Power" test to operate the battery operated lowering device. Provide a report of the test to the owner.

Section 15.0 – Exclusions:

The following items of equipment are not included in this contract:

- A. Elevator cabs
- B. Power switches and feeders to all controllers
- C. Shaftway enclosures
- D. Shaftway doors, frames, sills, and cab doors
- E. Underground piping

Section 16.0 – Vandalism:

The misuse by vandalism will not be accepted as extra cost to the Parish. Vandalism shall be defined as the intent to destroy by use of an instrument with the potential for destruction.

Section 17.0 – Minimum Required Periodic Service Checks:

Bi-Weekly - -

- A. Ride each car
- B. Check operation, leveling, door operation, etc.
- C. Correct problems found, including replacement of lamps, bells, and gongs
- D. Remove dust and dirt from the door guide channels
- E. Remove dust and dirt from interior and exterior door floor tracks
- F. Push alarm button – test operation
- G. Check operation of exhaust fan
- H. Check operation of emergency lights, where applicable
- I. Examine machine room equipment – Check oil level and oil leaks, where applicable

- J. Observe operation of controls, selectors, machines, brakes, motors, MG sets and clean and adjust as needed
- K. Check lubrication of machines, motors, MG sets, and overhead sheaves
- L. Check filters on generators to control carbon dust – change as necessary
- M. Clean all door tracks

Monthly - -

- A. Check lubrication of door operators
- B. Check lubrication of selectors
- C. Clean pit - - pit must be free of all trash and debris, water, and oil. Notify owner if pit contains water.
- D. Maintain oil in tank at proper levels (Check oil sump heaters)
- E. Check contacts of controller
- F. Check jack assembly for leakage, etc.
- G. Check photo cell, infrared safety edge and retraction of car door
- H. Check guides and guide shoes for lubrication, wear and condition – fill oilers as required
- I. Check roller guides for wear – replace as required
- J. Clean and sweep elevator equipment rooms

Quarterly - -

- A. Check waiting times on corridor calls
- B. Test and record rectifier voltages of control supply

- C. Check car doors, door operator adjustments, and hoistway doors at upper and lower levels (departure and arrive ramps)
- D. Check all cables – lubricate and adjust as required
- E. Lubricate selector tapes – clean as needed
- F. Check main line fuses for heating
- G. Check for oil leaks
- H. Check for excessive leaks around pump and valves
- I. Check alarm bell system

Semi-Annually - -

- A. Clean controllers with blower, check alignment of switches, lubricate hinge pins
- B. Check all resistance tubes and grids
- C. Clean and examine saf-t-edge, door guides and fastenings, if applicable
- D. Every six (6) months contractor shall a loss of power test to operate the battery operated lowering device. Provide a report to Jefferson Parish.

Annually - -

- A. Lubricate car fan or blower
- B. Lubricate motor bearings – as per manufacturer's instructions
- C. Clean fuses and holders – check all electrical connections and retighten as necessary
- D. Check junction box cable and traveling cable for wear and insulation
- E. Clean, oil, and adjust all hoistway doors

Where any of the above services are not applicable, these may be deleted.

Section 18.0 – Inspection, Tests, and Reports

The contractor shall examine periodically, all safety devices and governors and conduct annual no-load test and all other required tests. The tests are to be in accordance with the procedures stated in the last edition of the ANSI codebook, Section A17.1. These tests shall include a yearly hydraulic inspection and tests of the pressure relief valves and/or a five (5) year full load test conducted in the first month of the contract or the same month of the expiration of the last conducted test. Any repairs required after the tests and resulting from the tests, shall be the responsibility of the contractor except blowing the hydraulic shaft casing. All tests, i.e., safety, pressure, governor, etc., shall be conducted within the first month of the contract period and every twelfth month thereafter.

It will be incumbent upon the contractor to submit a report to the Department of General Services and Procurement stating the results of these tests and to make the necessary repairs to place this equipment into condition that at least meets or exceeds the current safety requirements as proposed by ANSI and those of the State of Louisiana and the Parish of Jefferson.

All test reports must be submitted to the Department of General Services and Procurement within one (1) month of the completion of each test. The contractors shall be responsible for any damages caused during the performance of any tests, unless otherwise specified in this agreement.

The TESTS – ACCEPTANCE & PERIODIC FORM attached to these specifications must be completed by the successful contractor in accordance with this Section 18.0 of these specifications after completing these tests.

Overhead and pit clearance test results should be listed on the OVERHEAD & PIT CLEARANCES FORM attached to these specifications. These tests should comply with National Elevator Safety Code (ANSI A17.1-1984), including revisions.

If a full load safety test is required during this agreement, it shall be scheduled with Jefferson Parish General Services and Procurement and completed by the successful contractor, without additional cost to Jefferson Parish.

Section 19.0 – Permits:

The contractor shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement. The contractor shall also be responsible for payment of these permits. All permits must be obtained prior to the start of the project.

Certificate of Final Inspection must be submitted to the Department of General Services and Procurement before final payment is rendered.

Section 20.0 – Hold Harmless Clause:

The contractor agrees to hold harmless, defend, and indemnify the Parish of Jefferson, the Jefferson Parish Council, the Director, and all Jefferson Parish employees against any and all losses, claims, and demands, cause of action or suits of whatever type of nature, including attorneys' fees and court costs, arising from or connected with the negligence of the contractor, its agents or employees.

Section 21.0 – Performance Bond:

A performance bond will be required. Bidder must submit proof of currently having a bonding agency.

If the successful bidder does not provide a performance bond, the project will be awarded to the next or subsequent successful bidder.

Section 22.0 – Cancellation Clause:

The Parish of Jefferson reserves the right to cancel the equipment maintenance contract at any time and for any reason by issuing a thirty (30) day written notice to the contractor, should the contractor fail to fulfill his responsibility as set forth in these specifications. The Department of General Services shall be the sole judge of the contract performance or non-performance.

Attn: Ryan Babcock
Jefferson Parish Department of General Services
100 Dolhonde St.
Gretna, LA 70053
736-6036

INSURANCE REQUIREMENTS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647 (replaces 105529 and 105530)

The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and Resolution No. 113646 or No. 113647.

WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.
Property Damage Liability \$1,000,000.00 each occurrence.

DEDUCTIBLES

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible be borne by the contractor.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

CONSTRUCTION AND RENOVATION PROJECTS REQUIRE THE FOLLOWING:

OWNER'S PROTECTIVE LIABILITY

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

BUILDER'S RISK INSURANCE

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.

A F F I D A V I T

STATE OF LOUISIANA
PARISH OF JEFFERSON

BEFORE ME, THE UNDERSIGNED AUTHORITY, PERSONALLY CAME AND
APPEARED _____, WHO AFTER
BEING BY ME DULY SWORN, DEPOSED AND SAID THAT HE IS THE FULLY
AUTHORIZED _____ OF _____
(HEREIN AFTER REFERRED TO AS BIDDER) THE PARTY WHO SUBMITTED A
BID FOR _____
BID NO. _____ AND SAID AFFIANT FURTHER SAID:

- 1) That bidder employed no person, corporation, firm, association or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the bidder whose services in connection with the construction of the public building or project or in securing the public contract were in the regular course of their duties for bidder; and
- 2) That no part of the contract price received by bidder was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the bidder whose services in connection with the construction of the public building or project were in the regular course of their duties for bidder.
- 3) Said bid is genuine and the bidder has not colluded, conspired or agreed directly or indirectly with any other bidder to offer a sham or collusive bid.
- 4) Said bidder has not in any manner, directly or indirectly, agreed with any other person to fix the bid price of affiant or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to induce any other person to refrain from bidding.
- 5) Said bidder is not intended to secure an unfair advantage of benefit from the Parish of Jefferson or in favor of any person interested in the proposed contract.

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____
DAY OF _____, 20 _____

NOTARY PUBLIC